

CONSTITUTION OF
Bangladesh Student Association
AT BARUCH COLLEGE OF THE
CITY UNIVERSITY OF NEW YORK

ARTICLE I – NAME

The official name of this organization shall be **Bangladesh Student Association** at Baruch College. **Hereinafter referred to as (BSA)**. No other name can be used in the advertisement or representation of the organization.

ARTICLE II – PURPOSE

The mission of the Bangladesh Student Association is to give the Baruch community opportunities to learn more about Bangladeshi culture, traditions and history through our various events. We also aim to build strong professional networks amongst Bangladeshi students and the Baruch community as a whole.

Reminder: The purpose and function of this organization shall not duplicate that of any other existing organization at Baruch College.

ARTICLE III – MEMBERSHIP

- A. All members must be matriculated students of Baruch College and must subscribe to or be interested in the purpose of the organization.
- B. No person shall be denied membership or office because of national or ethnic origin, race, color, sex, gender identity or expression, sexual orientation, age, political or religious beliefs, disability, veteran or marital status.

ARTICLE IV - OFFICERS/ELECTIONS/REMOVAL OF AN OFFICER

Section 1: Officers

All officers of this organization must be matriculated undergraduate students of Baruch College, have a minimum overall grade point average of 2.5, and must be registered for at least one course for the term during which they are to serve.

Note: No one can serve as the President of one organization while simultaneously serving as President or Treasurer of another organization.

A. There shall be a **President** who shall ...

1. Preside at all meetings of the club
2. Call special meetings of the club
3. Prepare and file any report required
4. Create and distribute agendas for each meeting of the organization
5. Represent the club at official functions
6. Maintain contact with club advisor(s)
7. Remain fair and impartial during organization decision making processes

B. There shall be a **Vice President** who shall...

1. Assume the duties of the President as needed
2. Serve as an ex-officio member of standing committees
3. Coordinate organizational recruitment efforts
4. Represent organization at official functions
5. Coordinate organization election
6. Remain fair and impartial during organizational decision making processes

C. There shall be a **Secretary** who shall ...

1. Keep a record of all members and events of the organization
2. Keep and distribute minutes of each meeting of the organization
3. Reserve meeting and event space
4. Notify all members of meetings
5. Prepare and frequently update organization's calendar of events
6. Represent organization at official functions
7. Remain fair and impartial during organization decision making process
8. Serve as a mediator when internal conflict arises

D. There shall be a **Treasurer** who shall ...

1. Keep all financial records of the organization
2. Prepare the annual budget to be submitted to the appropriate Student Government.
3. Prepare all budget requests for funds
4. Advise members on financial matters (i.e. vendors, ticket selling procedures)
5. Remain fair and impartial during organization decision making processes

Section 2: Elections

- A. All officers shall serve a minimum of one semester, with a maximum of four in the same position.

Note: If member has served 2 semesters, the vote must be unanimous to retain position unless running unopposed.

- B. General Elections & Election Process:

1. Shall be held when multiple members are changing positions.
2. The candidates shall campaign.
3. The candidates shall have an opportunity prior to voting to present a speech to the general membership and have a question and answer session as outlined by the current executive board.
4. Candidates win by majority vote.
5. Executive board, auxiliary board and active general members are allowed to vote at all elections.

- C. Special elections:

1. Shall be called by the President of the club.
2. The candidate shall win by a majority vote.

Section 3: Removal of an Officer

- A. A win two-thirds majority vote of the active voting membership is required for the impeachment proceedings to be activated.
- B. The officer in question must be notified of the charges in writing.
- C. A special meeting must be set up to discuss the charges; all parties must be allowed to respond.
- D. Should a decision be made, a win two-thirds majority vote of the active voting membership will result in the removal of the officer to be impeached.
- E. President and Vice President shall determine how a replacement will be selected and when the new person takes office.

- F. A copy of the typed minutes from both the meeting when the impeachment proceeding was enacted and the meeting when the voting for removal in order for the officer to be impeached must be submitted to the Office of Student Life.

ARTICLE V - EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the elected President, Vice President, Secretary and Treasurer of the organization.

Section 2: The Executive Board shall formulate the agenda, take emergency action, and have general management of the student organization in the absence of the full membership.

Section 3: The Vice President shall assume the duties of any vacant office until a special election is held. If more than one office is vacant, they shall be filled by presidential appointment until a special election is held.

Section 4: The Executive Board shall choose a faculty advisor for the organization, if needed.

Section 5: The Executive Board shall attend functions as required by the Baruch College Office of Student Life.

ARTICLE VI - AUXILIARY BOARD

1. Assistant Treasurer

- a. Must assist Treasurer in filling out financial paperwork
- b. Serve as standby treasurer in the absence of the Treasurer

2. Chair of Marketing

- a. Responsible for all club related marketing on social media
- b. In charge of handing out flyers to students
- c. Responsible for posting flyers on the bulletin boards across campus
- d. Must ensure that all social media is up to date and event pages are posted in a timely manner

3. Chair of Events

- a. Responsible for securing vendors (i.e. decorator, DJ, food) for all events
- b. In charge of planning and executing events as needed

4. Chair of Fundraising

- a. Responsible for organizing fundraising events
- b. Must make sure everyone is signed up for fundraisers
- c. In charge of reserving space for fundraisers

5. Chair of Graphic Design

- a. In charge of creating marketing material that must be approved by Executive Board members

6. Chair of Public Relations

- a. Responsible for communicating to other clubs, virtually and face to face
- b. Must check and manage the club's emails daily
- c. Must keep co-sponsorship spreadsheet up to date

Note: All Vice-chair positions must assist their respective head chair and assume the role of the head chairs when needed.

ARTICLE VII - MEETINGS

Section 1: This organization shall hold regular meetings every two weeks, or as needed.

Section 2: At least 2 Executive Board members must be present at each meeting.

ARTICLE VIII - RESPONSIBILITIES

1. Board members cannot miss more than two internal meetings.
2. Board members must actively check all communication channels daily.
3. Board members are required to attend a minimum of:
 - a. All general interest meetings
 - b. Two co-sponsorship events
 - c. One large scale event
 - d. Two small scale events
 - e. Three fundraising events

*Note: If unable to attend the minimum number of events, the member **must** notify the President or Vice President as soon as possible.*

ARTICLE VIX – AMENDMENTS

Section 1: Amendments to this constitution shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the next meeting of the organization.

Section 2: The entire membership shall be notified in writing at least seven (7) days prior to a vote on the proposed amendment.

Section 3: A win two-thirds majority vote of the voting membership present shall be necessary for the passage of an amendment.

Section 4: A copy of the typed minutes from the meeting when the amendment was passed to prove that this amendment was adopted must be submitted to the Office of Student Life with the revised constitution of the organization.

ARTICLE IX – DISSOLUTION

In the event of the dissolution of this group, all accrued funds and assets shall revert to the Bernard M. Baruch College Association, Inc.

BYLAWS

- Standing Committees of the organization, structures/purposes of the committees...
- Amendments to the Bylaws shall be introduced from the floor and submitted to the Secretary in writing at a regular business meeting. Amendments shall be voted upon at the next meeting of the organization.
- The entire membership shall be notified at least seven (7) days prior to a vote on the proposed amendment.
- A win two-thirds majority vote of the active voting membership is required for the passage of an amendment.

ENACTMENT OF CONSTITUTION

This constitution is now enacted on this 18th of September 2018

Signed by:

President

Debajani Debnath

Vice President Fahim Alam Shakie

Secretary Syed Rahman

Treasurer Nusrat Nahar